

## **REAL ESTATE & FACILITIES FEDERAL ACQUISITION REGULATION SUPPLEMENT**

### **PART 213—SIMPLIFIED ACQUISITION PROCEDURES**

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#### **SUBPART 213.1—PROCEDURES**

##### **213.106 Soliciting competition, evaluation of quotations or offers, award and documentation.**

###### **213.106-1 (S-90) Soliciting competition.**

(a) For emergency purchases valued over the micropurchase threshold, the Contracting Officer shall document the file with the rationale for limiting competition or provide an explanation for not competing the requirement, as well as a determination of price reasonableness.

(b) For actions between the micro-purchase threshold and the simplified acquisition threshold which are solicited using other than full and open competition, a memorandum for record (justification) shall be obtained from the technical/requirements personnel documenting rationale for limiting competition. The memorandum for record shall be signed by the technical/requirements personnel and the Contracting Officer for the procurement.

(c) Determinations of price reasonableness for noncompetitive purchases shall be made on REFCO Form 19, Simplified Acquisition Pricing.

#### **SUBPART 213.3—SIMPLIFIED ACQUISITION METHODS**

##### **213.301 Government-wide commercial purchase card service.**

###### **213.301-1 (S-90) General.**

(a) For detailed guidance in using the commercial purchase card for RE&F purchases, refer to the most current version of the WHS, RE&F Directorate, Government-Wide Commercial Purchase Card Program Standard Operating Procedures. Questions regarding use of the card should be directed to the WHS, Government-wide Commercial Purchase Card Program Coordinator, located in the Resources Management Office.

(b)(1) To reduce the overall administrative cost to the Government, Contracting Officers are required to use the purchase card procedures to the maximum extent practicable.

(b)(2) In accordance with OUSD(A&T) memorandum, October 2, 1998, Contracting Officers shall not award contracts or purchase orders for micro-purchases unless they prepare a written determination citing the reason(s) for not using the purchase card and have the determination

approved by the HCA, Real Estate and Facilities Directorate. A written determination is not required when placing orders against contracts, Blanket Purchase Agreements or purchase orders that use the purchase card as a method of payment.

###### **213.302 Purchase Orders.**

##### **213.302-3 (S-90) Obtaining contractor acceptance and modifying purchase orders.**

(a) For purchase orders issued under this FAR subsection, when it is desired to consummate a binding contract before the contractor undertakes performance, the standardized procedures outlined in the following subparagraph shall be followed within REFCO. NOTE: These procedures do not apply to purchase orders which are issued unilaterally.

(b) When returning the SF 1449 in response to a solicitation, the contractor signs and dates blocks 30(a) through 30(c) agreeing to furnish and deliver the supplies or services offered. When the award information is entered into the Standard Procurement System (SPS), the system will generate a new SF 1449. If the contractor's offer is accepted as submitted, the Contracting Officer can sign acceptance in blocks 31(a) through (c) and there is no need to use the new SF 1449. If, after receipt of the contractor's proposal, changes are made in the terms and conditions of the purchase order as a result of negotiations, it will be necessary to reflect those changes in the award document. In that case, use of the SF 1449 generated by SPS and have the contractor re-sign it to ensure there is agreement on the changes. In either case, both the contractor and Contracting Officer signatures need to be on the same SF 1449.

###### **213.302-90 REFCO Purchase Order Files.**

Purchase Order files shall contain REFCO Form 46, Purchase Order File Content Index. This form shall be placed on the inside left cover of the purchase order file.